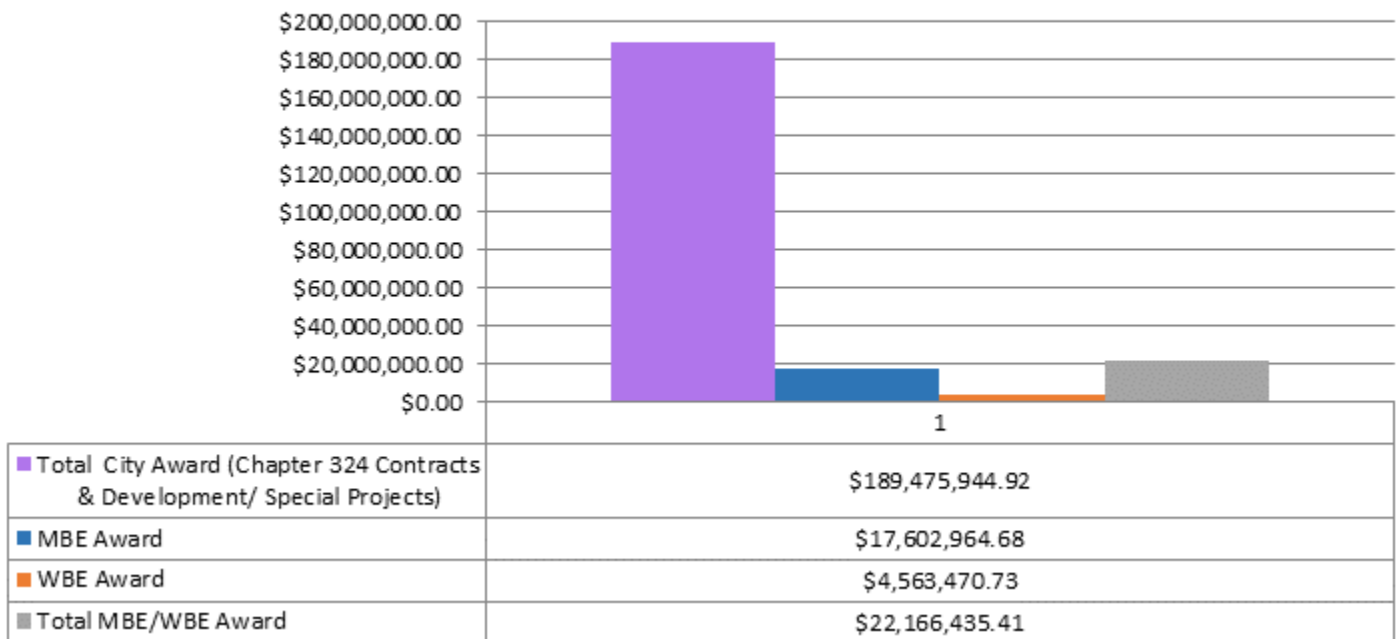**Meeting Summary.**

Following is a summary of the issues discussed at the Department of Economic Inclusion Stat meeting on August, 19 2016. Analysis provided by the Office of Performance and Data Analytics.

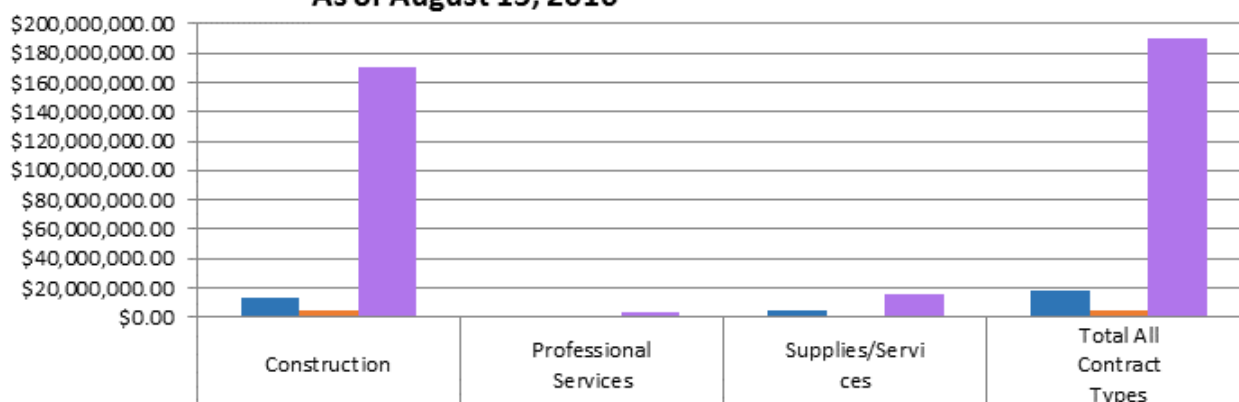Contract Awards: Performance Tracking.

- **GOAL:** Track contract award amounts for increased accountability, transparency, and to determine the success of the new vendor certification program to increase minority contract spends and overall economic inclusion.

- **Contract Award Data**: Combined Approved Award and All Contract Types

Combined Approved Award (Chapter 324 and City-Sponsored Development/Special Projects) - All Contract Types (Includes MSD) As of August 15, 2016

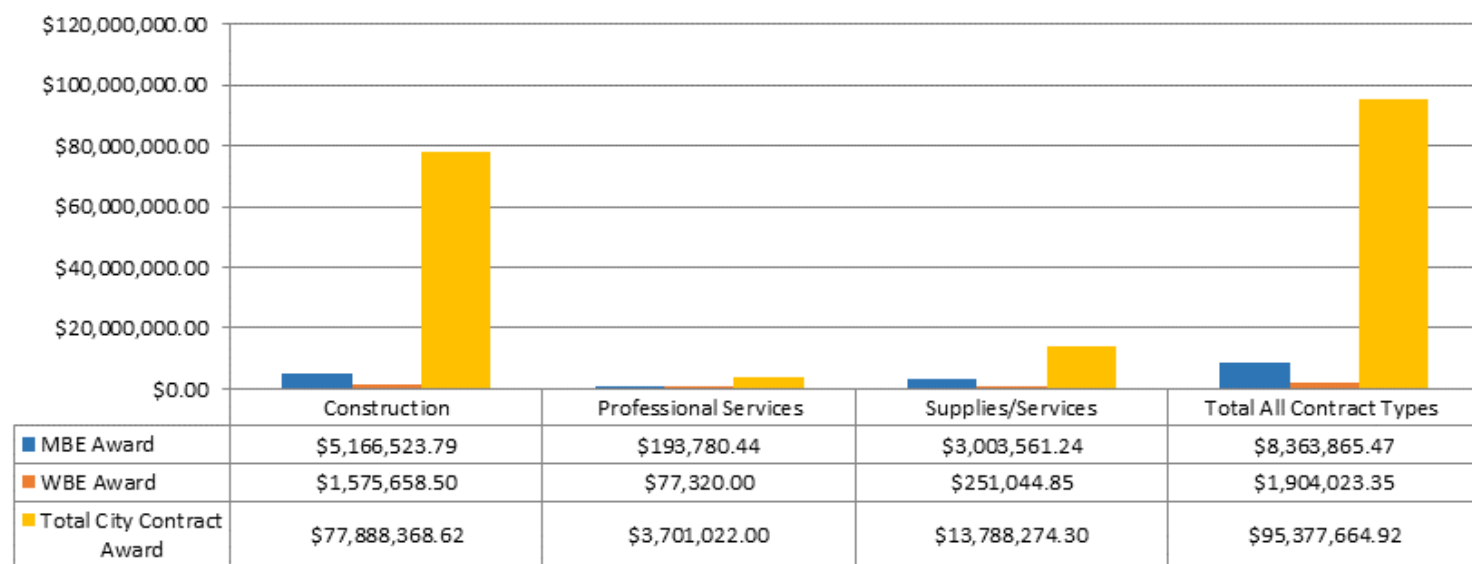|	
■ Total City Award (Chapter 324 Contracts & Development/ Special Projects)	$189,475,944.92
■ MBE Award	$17,602,964.68
■ WBE Award	$4,563,470.73
■ Total MBE/WBE Award	$22,166,435.41

Combined Approved Award (Chapter 324 and City-Sponsored Development/Special Projects) By Contract Type (Includes MSD) As of August 15, 2016

	Construction	Professional Services	Supplies/Services	Total All Contract Types
■ MBE Award	$12,646,076.00	$193,780.44	$4,763,108.24	$17,602,964.68
■ WBE Award	$4,235,105.88	$77,320.00	$251,044.70	$4,563,470.58
■ Total City Award (Chapter 324 Contracts & Development/ Special Projects)	$170,227,101.62	$3,701,022.00	$15,547,821.30	$189,475,944.92

- **Contract Award Data**: Approved Contract Award

Chapter 324 Approved Contract Award (Includes MSD) As of August 15, 2016

|	Construction	Professional Services	Supplies/Services	Total All Contract Types
■ MBE Award	$5,166,523.79	$193,780.44	$3,003,561.24	$8,363,865.47
■ WBE Award	$1,575,658.50	$77,320.00	$251,044.85	$1,904,023.35
■ Total City Contract Award	$77,888,368.62	$3,701,022.00	$13,788,274.30	$95,377,664.92

Certifying Vendors for Participation.

- **GOAL**: Increase the overall pool of vendors participating in the MBE/WBE/MWBE program so more contracts may be awarded to certified vendors. Increase the number of already certified SBEs so that more of these vendors are eligible to receive contracts and meet economic inclusion goals.

  The following charts show the Department's progress certifying vendors as participants in the MBE, M/WBE, & WBE program.

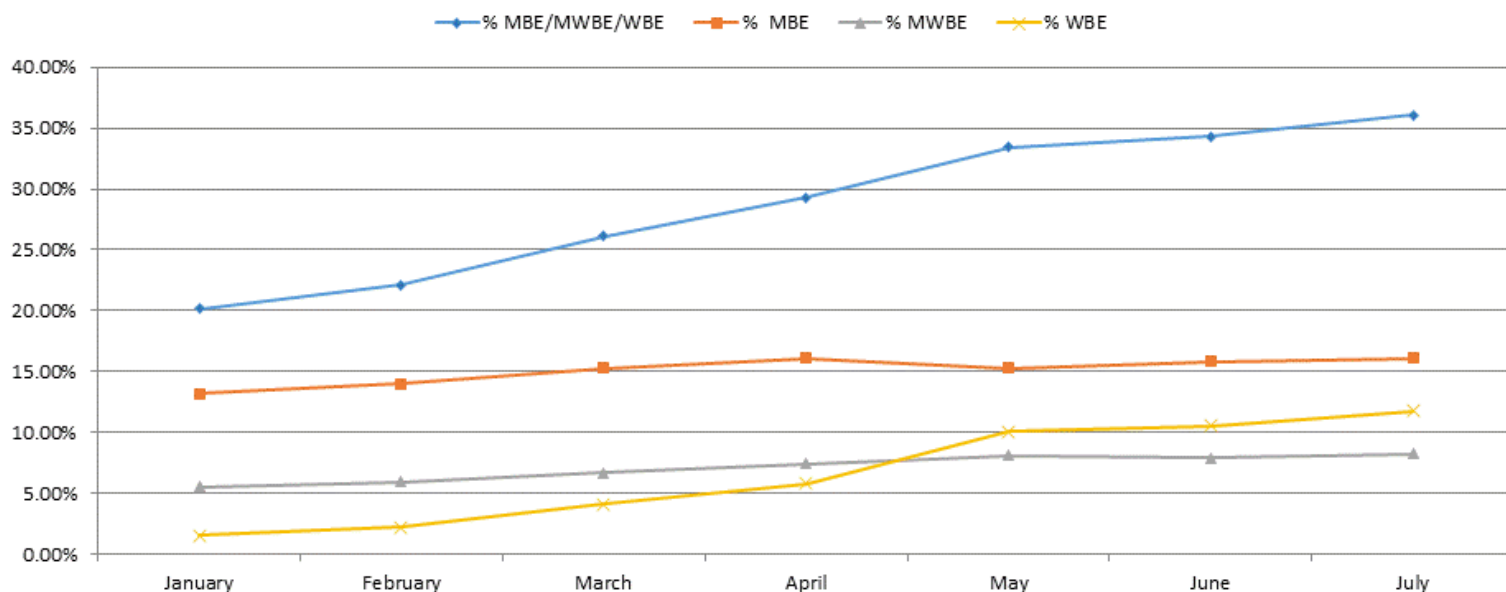## Increasing Vendor Certification Over Time CY2016
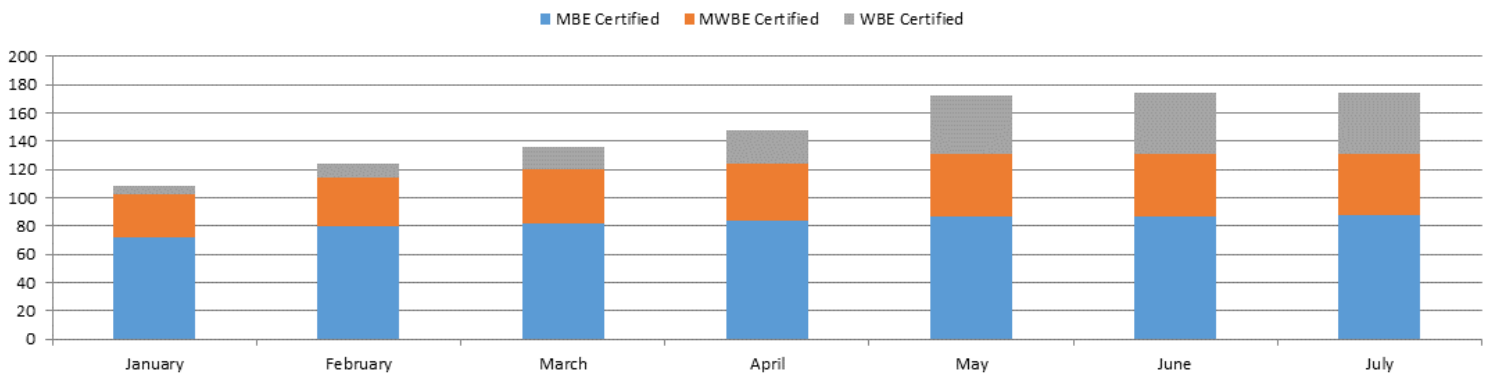
- **Contract Spend Tracking & Exclusions.**

The following chart shows how the Department is currently tracking SBE certified spends.
This is broken down by prime contracts, sub contracts, and spending category.

% of SBEs Certified as MBEs, MWBEs or WBEs Over Time CY 2016

Contract Spend Tracking & Exclusion.

SBE CERTIFIED SPEND - JANUARY THRU MAY 2016

SUMMARY TABLE	January	February	March	April	May
$$ TOTAL SPEND (Prime + Sub)(All vendor Ks)	$ 11,560,272.85	$ 9,107,481.57	$ 10,194,048.86	$ 10,247,833.70	$ 10,507,113.36
Construction	$ 6,329,600.66	$ 4,465,297.60	$ 5,552,021.68	$ 5,473,132.44	$ 6,395,199.39
Professional Services	$ 1,984,128.93	$ 1,839,489.12	$ 1,720,764.91	$ 1,641,701.32	$ 1,931,737.07
Supplies/Services	$ 3,246,543.26	$ 2,802,694.85	$ 2,921,262.27	$ 3,132,999.94	$ 2,180,176.90
$$ SBE Spend Overall (Prime + Sub)	$ 3,916,901.09	$ 3,076,410.16	$ 3,082,975.74	$ 2,457,505.11	$ 3,462,699.32
Construction	$ 2,460,531.66	$ 2,051,571.06	$ 2,024,846.75	$ 1,409,300.51	$ 2,435,011.61
Professional Services	$ 720,947.73	$ 420,766.29	$ 484,450.07	$ 641,444.69	$ 609,366.36
Supplies/Services	$ 735,421.70	$ 604,072.81	$ 573,678.92	$ 406,759.91	$ 418,321.35
% SBE Spend Overall (Prime + Sub)	33.88%	33.78%	30.24%	23.98%	32.96%
Construction	38.87%	45.94%	36.47%	25.75%	38.08%
Professional Services	36.34%	22.87%	28.15%	39.07%	31.54%
Supplies/Services	22.65%	21.55%	19.64%	12.98%	19.19%
$$ SBE Total Prime Spend	$ 1,634,535.25	$ 1,466,111.93	$ 1,217,411.78	$ 1,585,539.21	$ 1,472,945.57
Construction	$ 358,846.67	$ 541,158.08	$ 302,361.77	$ 608,296.14	$ 502,370.59
Professional Services	$ 604,536.01	$ 344,353.62	$ 398,940.21	$ 570,483.16	$ 552,253.63
Supplies/Services	$ 671,152.57	$ 580,600.23	$ 516,109.80	$ 406,759.91	$ 418,321.35
$$ SBE Total Sub-Contract Spend (SubK)	$ 2,282,365.84	$ 1,610,298.23	$ 1,865,563.96	$ 871,965.90	$ 1,989,753.75
Construction	$ 2,101,684.99	$ 1,510,412.98	$ 1,722,484.98	$ 801,004.37	$ 1,932,641.02
Professional Services	$ 116,411.72	$ 76,412.67	$ 85,509.86	$ 70,961.53	$ 57,112.73
Supplies/Services	$ 64,269.13	$ 23,472.58	$ 57,569.12	$ -	$ -

B2Gnow Timeline for Corrections and Custom Report Development and Implementation												
Legend: ⬜ Future Task												
🟧 In Process/On-Going												
🟩 Completed Task												
🟥 Incomplete Task			Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17

Certification Module Corrections	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
Errors in Certification Module Identified by DEI				🟩								
DEI Detailed Report to B2Gnow of All Corrections to be Made				🟩								
R. Bennett Submission of Corrections to B2G Development Team				🟩								
Processing of Corrections by B2Gnow Development					🟧	🟧						
R. Bennett to Provide Templates of All System-Generated Certification Correspondence for Review by DEI					🟩							
DEI Review of System-Generated Certification Correspondence for Any Necessary Revisions					Delayed Due to Focus on Spend Report	🟧						
DEI Submission of Revisions to System-Generated Correspondence					Delayed Due to Focus on Spend Report	🟦						
R. Bennett Submission of Revisions to System-Generated Correspondence					Delayed Due to Focus on Spend Report	🟦						
Processing of System-Generated Correspondence Corrections						Delayed Due to Focus on Spend Report	🟦					
Review by DEI of Certification Module Corrections and Correspondence Revisions							🟦	🟦				
Final Acceptance of Certification Module Corrections and Correspondence Revisions by DEI or Identification of Remaining Errors							Will Be Delayed	🟦				
Correction of Any Identified Remaining Errors by B2Gnow Development Team							Will Be Delayed	🟦				
Final Review and Acceptance of Certification Module Corrections and Correspondence Revisions by DEI								Will Be Delayed	🟦			

MBE/MWBE/WBE Spend Report Corrections and Design Tailoring

Task								
Errors in Spend Report Identified by DEI								
DEI Reports Spend Report Data Errors to B2Gnow								
R. Bennett Submits Spend Report Data Errors to B2Gnow Development Team								
Processing of Spend Report Data Error Corrections by B2Gnow Development								
Meeting with City Manager, B2Gnow, DEI, ETS, and C. Garlich								
Working conference calls with J. Mackenzie, C. Garlich and R. Bennett								
DEI Requests Spend Report Design Tailoring for MBE/MWBE/WBE Spend Reports								
Phone Conference with R. Bennett to Discuss Spend Report Design Changes								
DEI to Submit Draft of Desired Reports with Comments Indicating Where the Data for Each Column Should be Pulled								
R. Bennett to Prepare Cost Proposal for Custom Report Design Changes				Waived by B2G for 1st set		If additional customization is requested by DEI		
DEI Review of Cost Proposal and Authorization to Proceed				No charge for 1st set		If additional customization is requested by DEI		
R. Bennett Submits Custom Report Design Changes to Development Team						If additional customization is requested by DEI		
Processing of Custom Spend Report Changes by B2Gnow Development						If additional customization is requested by DEI		
Testing of Spend Report Corrections by DEI, Mae Consulting and B2Gnow							If additional customization is requested by DEI	
Final Acceptance by DEI of Spend Report Corrections and Custom Spend Report Revisions							If additional customization is requested by DEI	

Award Report Design and Implementation

Task								
On-Going Internal Meetings and Discussions between DEI, Purchasing, CFS, ETS and Mae Consulting Regarding Award Report Needs, Defined Terms, and Data Logistics								
Meeting with DEI, Purchasing, ETS, CFS and Mae Consulting Regarding Options for PRC Approved Award Data Tracking in B2Gnow								
Phone Conferences with R. Bennett to Discuss Award Reporting and Possible Configuration of Proposal Module to Track PRC Approved Awards								
Mae Consulting to Propose Mapping Options for Award Report Data and Provide a Sample File with Requested Additional Fields								
Mapping of Custom Award Report by B2Gnow Development Team								
Status Meeting with City Manager, B2Gnow, ETS, DEI and Mae Consulting								
R. Bennet to Review with B2Gnow Development Team Whether Proposal Module can be Configured for Pre- and Post-Bid Use and Fields can be Added to Track PRC Approved Awards								
DEI to Submit Draft of Desired Reports with Comments Indicating Where the Data for Each Column Should be Pulled				Delayed Due to Focus on Spend Report				
R. Bennett to Prepare Cost Proposal for Custom Award Report				Delayed Due to Focus on Spend Report				
Status Meeting with City Manager, B2Gnow, ETS, DEI and Mae Consulting								
DEI Review of Cost Proposal and Authorization to Proceed								
R. Bennett Submits Custom Award Report to B2Gnow Development Team								
Processing of Custom Award Report Changes by B2Gnow Development Team								
Testing of Award Report								
Final Acceptance by DEI of Award Reports								